

 <b>Independent Verification &amp; Validation Facility</b>	<b>Outreach</b>	<b>IVV 19</b> <b>Revision: Basic</b> <b>Effective Date:</b> <b>April 26, 2005</b>
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<b>APPROVAL SIGNATURES</b>		<b>DATE</b>
Greg Blaney (original signature on file)	Management System Representative	04/25/2005

<b>REVISION HISTORY</b>			
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<b>REFERENCE DOCUMENTS</b>	
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NPR 1441.1	NASA Records Retention Schedules
IVV 16	Control of Quality Records

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## 1.0 Purpose

The purpose of this System Level Procedure (SLP) is to establish guidelines for defining and managing the NASA IV&V Facility Outreach Program.

## 2.0 Scope

This SLP applies to the Outreach Office that supports the NASA IV&V Facility through a number of activities, including internal and external communications, media, and educational outreach programs.

## 3.0 Definitions and Acronyms

### 3.1 Educator Resource Center (ERC)

The ERC is a NASA IV&V Facility outreach activity conducted through a grant. The ERC focuses on educators within the state of West Virginia.

### 3.2 Outreach Manager

The Outreach Manager is a NASA IV&V Facility civil service employee who provides oversight to all outreach activities.

### 3.3 Outreach Office

The Outreach Office comprises NASA IV&V Facility civil service employees and contractors that manage various components of the Outreach Program.

### 3.4 Outreach Program

The Outreach Program is a NASA IV&V Facility program that: 1) promotes awareness of the NASA IV&V Facility and its mission through community services activities, 2) offers resources and opportunities for students through activities that encourage the proliferation of science, technology, engineering, and mathematics careers, and 3) provides educational resources and training opportunities for educators in science, mathematics, and technical fields.

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### 3.5 Student Outreach Program

The Student Outreach Program is a NASA IV&V Facility outreach activity conducted through a grant. The Student Outreach Program focuses on students within the state of West Virginia.

### 3.6 Acronyms

CMR	Communications Materials Review
ERC	Educator Resource Center
GSFC	Goddard Space Flight Center
NPR	NASA Procedural Requirement
PAO	Public Affairs Office
SLP	System Level Procedure

### 4.0 Flow Chart

A flow chart is not applicable to this SLP.

### 5.0 Responsibilities

#### 5.1 Outreach Manager

The Outreach Manager shall report to the NASA IV&V Facility Director on all outreach activities.

#### 5.2 ERC Manager

The ERC Manager shall report ERC activities to the Outreach Manager, and manage and schedule ERC functions.

#### 5.3 Student Outreach Manager

The Student Outreach Manager shall report Student Outreach Program activities to the Outreach Manager, and manage and schedule Student Outreach Program functions.

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## 6.0 Procedure

### 6.1 Communication

#### 6.1.1 External

The Outreach Office shall promote special events and functions sponsored by the NASA IV&V Facility. If NASA IV&V Facility civil service employees feel an event or function requires external communication, they shall contact the Outreach Manager and provide all pertinent information that applies to the event or function. Depending upon the type of event, the Outreach Manager shall decide the appropriate manner in which to advertise the event or function.

#### 6.1.2 News

The Outreach Office shall provide an interface to the news media. If there is information that may be of interest to the news media, NASA IV&V Facility civil service employees and contractors shall contact the Outreach Manager with all relevant information. The Outreach Manager shall then notify the Public Affairs Office (PAO) at Goddard Space Flight Center (GSFC) and the NASA IV&V Facility Director.

#### 6.1.3 Print

The Outreach Office shall coordinate the printing and disseminating of all reports, brochures, and written plans. All publications must be entered in the NASA Communications Materials Review (CMR) System, <http://65.168.55.83/portal/site/osc/>. All NASA guidelines for printing and publishing are described on this web site.

### 6.2 Education

The NASA IV&V Facility Outreach Office provides educational resources and programs to the state of West Virginia. The NASA IV&V Facility

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Educational Outreach Program is divided into two programs: ERC and Student Outreach Program.

### **6.2.1 ERC**

The ERC demonstrates and facilitates the use of educational technologies, provides training for in-service and pre-service teachers utilizing NASA curriculum support products, and partners with local, state, and regional educational organizations to become part of the systemic initiatives in the state. Educator workshops are scheduled by contacting the ERC at (304) 367 – 8436.

### **6.2.2 Student Outreach Program**

The Student Outreach Program provides the opportunity to engage in the NASA experience to students of all ages at the NASA IV&V Facility or at locations requested by the students' organizations. The Student Outreach Program also organizes the annual Day in the Park event, which encourages seventh graders to pursue careers in science, technology, engineering, and mathematics. Inspiring the Next Generation Day (Bring Your Child to Work Day) is also held annually through the Student Outreach Program. Student workshops are scheduled by calling (304) 367 – 8450.

## **7.0 Metrics**

Metrics associated with this SLP are established and tracked within the NASA IV&V Facility's Metrics Program.

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## 8.0 Records

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Reports, brochures, plans	Outreach Manager	NPR 1441.1	Shared Network Drive
Annual Report	Outreach Manager	NPR 1441.1	Shared Network Drive
Student Outreach Annual Report	Outreach Manager	NPR 1441.1	Shared Network Drive
ERC Annual Report	Outreach Manager	NPR 1441.1	Shared Network Drive